

*****This is only a preview of the examination questions. To take the actual examination, please go back to the official bulletin, and click the examination link.*****

Training and Experience Evaluation

Coastal Program Analyst 1

California Coastal Commission

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Instructions:

Rate yourself on the following ability statements using the choices provided in below each test item. You are assessing your current level of ability in the areas addressed in each statement.

1. Ability to locate physical structures and/or natural features on maps or plans (e.g., google earth or physical maps).
2. Ability to read and interpret technical materials (e.g., regulations, policies, technical reports, scientific articles, etc.), to break down into key points, and apply information to project activities.
3. Ability to write reports and/or letters using multiple sources and present recommendations supported by evidence.
4. Ability to conduct independent research using historical documents, online databases, and/or web sites to gather information, analyze, and present to others.
5. Ability to effectively and convincingly communicate complex and controversial matters in written form to individuals and/or groups with various levels of understanding.
6. Ability to effectively and convincingly present arguments orally to individuals and/or groups with various levels of understanding.
7. Ability to independently identify information, materials, and/or resources needed to complete projects and assignments and coordinate with supervisor as needed.
8. Ability to meet deadlines and manage competing priorities.
9. Ability to use software (e.g., Microsoft Office Suite) to create, compile, compute, organize, and/or present data for use in reports and/or other activities.
10. Ability to keep composure and navigate conflict and/or controversial matters.
11. Ability to collaborate with multi-disciplinary teams and groups from diverse backgrounds to complete projects and/or make recommendations.
12. Ability to understand and interpret general environmental concepts and principles.